STATE OF MISSOURI
IMFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
August 29, 2001

ATTENDEES:

Ron Welschmeyer, Chair	Sheri Morice	Gerry Wethington
Bill Perkins	Jearl Reagan I	Paul Wright
Don Lloyd	Lew Davison	Rick Beckwith
Chris Wilkerson	Cindy Renick	Cliff Gronauer
Gary Lyndaker	Jim Roggero	Scott Peters
Jeff Falter	Mike Wankum	Rex Peterson
Dennis Bax	Dave Schulte	Tom Smith
Gina Hodge	John Bax	Christy Clark
Tony Spicci	Jef Schloss	Tom Stokes
Howard Carter	Mary Willingham	Jim Morgan
Kent Randall	Steve Adams	Bob Meinhardt
Vic Buechter	Douglas Iler	Dan Steidley
Ritchie Jenkins	Carl L Medley II	Karen Boeger
Debbie Wells	Tony Wening	W.E. Shoehigh

Ron Welschmeyer opened the meeting at 8:30 a.m.

PRESENTATION

1.   Don Lloyd – Made a presentation on the Missouri WORKS! Website.

ACTION ITEMS

1.   Approval of the July 25th, 2001, Information Technology Advisory Board Meeting Minutes

Motion approved with amended changes by Dennis Bax, Dave Schulte seconded and approved.

GENERAL BUSINESS

1.   CIO Update (Gerry Wethington)

In regards to the OIT budget, everyone should see a reduction in what they are billed. Through retained earnings from last year plus what we budgeted for this year, the billing will be less this year than last. Gerry will e-mail the details.

E-Government –

Request for proposal:
 The first workshop was on August 14. We had 40 different corporate organizations that were in attendance. There were 70 plus attendees at the workshop. A presentation on the concept of E-Government was give at the first workshop. For those of you who were unable to attend, that presentation is available on the Division of Purchasing Website. Felt the workshop was a success. We addressed security, network, and in the process of dealing with security and network dealt with two other issues: personalization of the portal and enterprise application integration. We do have the notes and minutes from the workshop posted. We have met with OA/DIS and the Division of Purchasing and we are working on building the RFP. Our next discussion is September 5 and at that forum we will discuss a range of topics that deal with portals, enterprise application integration and application server. This is the core of how we are going to deliver service and what our internal infrastructure is going to look like with respect to application servers and the enterprise application integration environment.   This will be one of the most robust

workshops. Last meeting we will do a critique of the final draft of the RFP and final round of comments in November 7th meeting.

Portal Team:
Draft prototype of a portal has been developed on paper. A working prototype should be received by OIT by end of week from the DMD group. Will have an opportunity at the Cabinet meeting on September 28th to present the portal and some intention-based transaction to the cabinet. We are going to try to bring them up to speed on where we are going with E-Government.

At the recent National Governors Association Meeting, Governor Holden has been selected as lead Democratic Governor within NGA to lead E-Government. He along with Governor Geringer from Wyoming, the lead Republican Governor, will set the agenda for E-Government from a National Governors perspective, which means this puts Missouri in the spotlight in regards to E-Government.

The FY03 budget is being prepared. We are going to request 23 million. Budget and planning is expecting the entire E-Government request to be in with the OIT request. If you are interested in pursuing E-Government item, please send to Jan Grecian.

In regards to Total Cost of Ownership/Return on Investment, we have three agencies that have volunteered to help finalize the last set of details. What we are doing now is MODOT, OSCA, and Highway Patrol have agreed to take a project and walk though the process. When finish last round of these three pilot projects, I would like to have ITAB establish a committee and go through a process of evaluation so ITAB can discuss. Gerry would like the ITAB chair and 2 or 3 people participate in this committee. The committee will be given all the background information. In the end, I would like to have an ITAB product that the committee would recommend to the ITAB Members.

Debbie Wells is working on Project Oversight. We have a new methodology and are in the process of piloting that with Mental Health. We have done a contract release where Mental Health and NSR are taking and using the funds that were appropriated for Project Oversight. The will be also be using it to balance it against this methodology and come back with a recommendation on how to finalize. When we are finished with that, I would like to have an ITAB committee look at Project Oversight, review the test results, look at the methodology and make some suggestions or recommendations to ITAB Members.

The Highway safety enterprise project is about to kick-off. They have about 9 million dollars that is being utilized in different areas. About 6 million of that is being devoted to IT projects. The requirement is that we need to go through and look at an enterprise wide approach to driving while intoxicated / driving while impaired, and accident records, so we can look at motor vehicle accidents where alcohol and drugs were a contributing factor and try to find a comprehensive solution that the state can use as a whole. What this overall program is intended to do is to begin with a facilitated Joint Application Development session and talk about the business practices for traffic accidents where alcohol or drugs is a contributing factor. We will then try to find a way to build a comprehensive system in the state. We have contracted with Tier Technology to come in and facilitate theses JAD sessions. They will be interviewing each department between now and the end of September and the beginning of October to talk to the departments and to talk to business leaders about what their thoughts are on a comprehensive enterprise wide system that could support this type of environment. They are interested in understanding the business and the business processes that are necessary to drive this. The expectation is that the series of JAD sessions be completed by the 10th of December, and that a draft report that is ready for review within the Division of Highway Safety, Department of Revenue, MODOT and the Highway Patrol by the middle of January. The report will then be distributed to all the participants involved in that process.

Networking issues – we have talked in the past about the consolidation decision item, and that is moving forward. Representatives would be OA/DIS, cooperative network representative from their steering committee, MORnet, and National Guard. We will be working to put this team together. Trying to get a meeting scheduled to discuss the Networking issues. Before the meeting is set I would like to sit down and have a conversation about what we are trying to accomplish with the charter team. The agenda was a mix and match of services of what we wanted to develop and deliver, we had content within those services that need to be developed and then we had the issue of service delivery transport mechanism. We are starting to have conversations on what the agenda should contain. We are trying to get charter team established.

I had a request from an agency (Public Service Commission), there is a program that North Carolina has put together called PC for employees. It helps state employee's purchase personal computers. Gerry will talk to Mike and Quinten. From a MO option – MO employees can use the IBM friends and family service. Gateway had this option available but never got back to us with information. Will take a look at and see if there is something we can do now that we have had an agency request.

We are proceeding with disaster recovery by putting decision item together. Looking at it from two perspectives hotsite capability and business continuity planning. Decision item set at 6.5 million and recurring annual cost of 3.2 million.

Legal council meeting was held. Talked about a variety of issues. We left them with a to do list. They are currently looking at HIPPA. They will be looking at who needs to be concerned with HIPPA. How much are we are actually obligated to implement. They are looking at legislation and what we need to address. We talked about Privacy. There is a pending Executive order to update web pages with privacy statements. Taking a look at ADA and section 508 issues. One opportunity we have available to us, Metamore consulting research firm, has a group of legal professionals that have done research on ADA and can come in and do presentation on ADA. Legal is looking to see if they would want to participate. Does ITAB have interest in this or do we want to wait on legal? Please come back at next meeting with decision. Digital signature, briefs have been forwarded. Will take on the issue of policy in respect to web advertising, and what are the requirements. Also looking at Sunshine law in respect to security codes, software and database schematics, etc. what are subject to distribution according to the Sunshine Law.

2.   Architecture (Bob Meinhardt)

Architecture Review Committee met. We are further defining roles and positions in architecture. Hope that by next ITAB meeting can come back with a recommendation. The first facilitated session on the Knowledge Management Domain was held. We have comments from NSR on what these facilitated sessions should do and how they should be revamped. Received good information but the structure was not what we wanted.

3.   Project Management Update (Tom Stokes)

Tom handed out schedule changes to add additional class sessions to spread out the classes over 6 month period and also included a stand-alone class. Working to put together a Business Process class. Working with a continuing education program where we are developing new classes to help people prepare for the Missouri Certification Exam. Want to put together continuing education classes and retest to renew certificate. The Project Management Committee needs to reconvene to discuss the Missouri Certification. Questions were raised on if the renewal test needs to be taken again or if the continuing education classes would be efficient. Committee to look at these types of issues.

Risk management plans need to be with the form-5 decision items. If doing TCO or ROI will not need a risk management plan. Form 5 and risk management plan need to be received together. Sample packet of what it should look like. Will be forthcoming.

Questions have been presented about Project Management forms. People attending the classes would like to have access electronically via web. The plan is to put them online.

Need new members for Project Review Committee. Cliff Gronauer and Jearl Reagan I volunteered to join the committee.

4.   Prime Vendor Update (Carl Medley)

Have been working with Microsoft on negotiation on Select agreement. Hope to have new select agreement completed very shortly.

Have been working on Prime Vendor extension. The extension will be until December 2002. The bid development is in process.

5.   Statewide Purchasing Update (Karen Boeger)

Karen announced that Carl Medley will no longer be working in the Purchasing Department. If you are having any problems with Prime Vendor, please contact your World Wide Technology representative.

Handouts were given on Project Log and Statewide Contracts. Statewide IT consulting draft has been sent out. Karen needs any comments by Friday. Would like to send out bids early next week. Responses are needed on survey on Advisory Services and Networking products. All our bid folders and contract files are on the web site.

6. Security Committee Update (Rex Peterson)

Coming to ITAB next month with written procedures for contacting other agencies when viruses occur. Each agency will need a contact person for security. These people have to be able to be notified by some other means than e-mail. Bill Perkins recommended that each agency select someone and backup with paging/cell phone capability. Jill and SDC will look at what they can do to develop some kind of notification process. Rex will have the security committee put together options. Please e-mail Gail Morris with lead security personnel and back up with phone numbers, pagers, cell phone, etc.

7. State Data Center Steering Committee Update

OA/DIS is reorganizing. Gail has been named Deputy. They are looking at consolidating and making customer friendly. Will be doing structure changes to help facilitate this, please contract Gail or Jill with any comments. Disaster Recovery Paper Drills will begin within the SDC Steering Committee. If you feel that you need to be involved, please come to the meeting on the September 27th. The next three meetings will be to assess what would be impacted if the scenario did occur.

8. HIPPA Update (Gary Lyndaker)

Continue to work on evaluating the effects of HIPPA. We will have results from council meeting coming.

9. Sam II Data Warehouse Users Group (Mary Willingham)

Good attendance at the User Group Meeting. More info on Data warehouse changes will be presented at the next meeting. Still looking for success stories to present.

10. Lotus Notes Update (Mary Willingham)

Please continue to have your Lotus Notes staff do report cards. Please make this a priority.

11. Distance Learning (LTC Tom Smith)

Continuing to work on the Distance Learning. Had a committee meeting on the 10th of August and have identified 400+ classrooms across Missouri. On the content side we have met with MO Learners Network, MODLA, University Outreach and Extension, and others continuing to work the idea that there should be one integrated solution that will work for everyone. Looking at scheduling capabilities that joins facility availability with content availability. We are trying to define requirements and are looking at who already has scheduling capability.

Beta testing on cost avoidance quantification on the algorithm put together. Added security, who had access, and standards on how to support and how do you deliver the content. Leveraging University's to help put together proposed standards. Would like to make a presentation at the October meeting.

12. GIS Positions (Chris Wilkerson)

Guidelines for GIS positions have been developed. MO GIS subcommittee made a presentation to the GIS Advisory Committee on GIS Technician positions. Vote was taken to endorse these positions at the GIS Advisory Committee and was approved. The positions will go to the ITAB personnel committee for review and they will bring back to the ITAB Committee their recommendation.

13. Internet Rates (Christy Clark)

FY02 budget for internet service was distributed. Would like to request approval of the internet rates of $10.92 per user per year rate. Jim Rogerro moved to approve Rex Peterson Seconded – and approved unanimously. The

committee met in July, and one of the recommendations for the next fiscal year was to look at the modem pool and having a separate rate for the modem pool.

OPEN DISCUSSION

Help Desk software – solicited information regarding products that agencies wanted and what agencies already have in use and will be sending spreadsheet. When looking at what functionality that everyone asked for it is pervasive across the board.

When looking at the install base, seats across the board, and investment from the state, it looks like the most activity has been in Magic. Gerry would recommend going to Magic. Before naming a second standard we need to have another meeting to discuss dollars spent by state.

REVIEW OF ACTION ITEMS
NEXT MEETING

1.   The next ITAB Meeting is scheduled for **Wednesday, October 17, 2001**, at 9:00 a.m. at the OSCA
        Building on Alameda Drive.

RW/sm

* * * * * * * * * * * *

Representatives of the news media may obtain copies of this notice by contacting:

Name: Ron Welschmeyer
Agency: Office of Secretary of State
Address: Kirkpatrick State Information Center
Phone: (573) 751-8471